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Class Specifications  
for the Class:

MAINTENANCE MECHANIC SUPERVISOR

Duties Summary:

Supervises a group of skilled maintenance mechanics in the maintenance and repair of a variety of mechanical and electrical equipment; plans the operations of a machine and maintenance shop and other plant facilities; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the first level full supervisory class in the series.

This class differs from that of Maintenance Mechanic II in that the Maintenance Mechanic Supervisor plans, lays out and inspects the work of several skilled maintenance mechanics and perhaps other workers, on a substantially full-time basis and only occasionally may perform skilled maintenance mechanic work; whereas the Maintenance Mechanic II spends a majority of the work time in performing skilled mechanical repair work and, in addition, supervises other skilled maintenance mechanics.

Examples of Duties:

Supervises the servicing and maintenance of high and low pressure boilers; schedules subordinates engaged in the operation of auxiliary power plant and boiler equipment; supervises in servicing and repairing of kitchen equipment such as mechanical potato peelers, electric toasters, meat saws, steam cookers, mixers, oil, gas or electric stoves or ovens and electric power ventilators; supervises the repair of laundry machinery and equipment such as wash wheels, extractors, tumblers, mangles, ironers and pressers; supervises the maintenance and repair of water pumps, electric motors and piping of a water distribution system; supervises the repair of refrigeration systems and electrical appliances; supervises the maintenance of medical equipment such as X-ray, sterilization and oxygen equipment; rates employees performance and determines schedules of work for subordinate ; inspects job sites and determines need of materials, equipment and labor; supervises the upkeep of shop facilities and maintains inventories of equipment and supplies.

Minimum Qualification Requirements:

Experience and Training: Seven (7) years of work experience in the mechanical repair and maintenance of a wide variety of

mechanical and electrical equipment of which three years shall have been as a fully competent maintenance mechanic and including one year of supervisory work experience which included planning and scheduling the work of other fully competent maintenance mechanics, assigning and reviewing their work and providing training; or an equivalent combination of experience and training.

Knowledge of: Practices and methods in the mechanical repair trade, including safety procedures; the tools, equipment and materials used in the mechanical repair trade; principles and practices of supervision.

Ability to: Plan, lay out, assign and review the work of a group of maintenance mechanics; read and interpret blueprints and sketches; estimate material, parts and labor necessary to perform mechanical maintenance and repair jobs, and keep records and make reports; understand, give and follow oral and written instructions; deal effectively with other supervisors in organizing and expediting work; maintain the operations of a maintenance machine shop.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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This is an amendment to the specification for the class MAINTENANCE MECHANIC SUPERVISOR approved on May 22, 1970, and the minimum qualification specification approved on July 28, 1970.

DATE APPROVED: 11/29/84

JAMES H. TAKUSHI  
Director of Personnel Services